



Commissioned Corps BULLETIN (Supplemental)

U.S. Department of Health and Human Services

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Special Edition

Introduction

On 3 July 2003, Secretary Tommy Thompson announced the 'Transformation of the U.S. Public Health Service Commissioned Corps.' The transformation goal is to forge the Corps into a more highly trained, flexible, and fully deployable force that is prepared to respond to public health emergency situations across the country or around the world.

Since the Secretary's announcement, there have been a number of changes within the management of the Corps. On 18 December 2003, a Federal Register Notice was published (http://dcp.psc.gov/PDF_docs/CCFM_FEDREG.pdf) that reorganized the former Division of Commissioned Personnel into newly created offices. The new offices were operationalized in April 2004 and consist of the following:

- Office of Commissioned Corps Operations (OCCO) within the Office of the Surgeon General;
- Office of Commissioned Corps Force Management (OCCFM) within the Office of Public Health and Science;
- Office of Commissioned Corps Support Services (OCCSS) within the Program Support Center; and
- Commissioned Corps Systems Branch (CCSB) within the Program Support Center.

This supplemental issue of the *Commissioned Corps Bulletin* contains a brief explanation of the functions of each office along with photographs of staff members.



Since mid-August, the staff of the Office of Commissioned Corps Operations and the staff of the Office of Commissioned Corps Force Management have been working in Suite 100 of the Tower Building (pictured above). The Tower Building is located at 1101 Wootton Parkway, Rockville, MD 20852. The Office of Commissioned Corps Support Services (Compensation Branch, Room 4-50, and Medical Affairs Branch, Room 4C-04) and the Commissioned Corps Systems Branch, Room 4-09, are located in the Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857.

Although these offices are organizationally separate, they all work together in close collaboration to fulfill the mission of the Department and the Corps.

Information on contacting the new organizations can be found at the end of this supplement and on the Commissioned Corps Management Information System Web site at: http://dcp.psc.gov/PDF_docs/CC_Services_Directory.pdf.

OFFICE OF COMMISSIONED CORPS OPERATIONS

The Office of Commissioned Corps Operations (OCCO) serves as the focal point for the implementation of the U.S. Public Health Service Commissioned Corps (Corps) personnel management and operations. Our staff consists of 58 members with a diverse background of professional and technical expertise. Our mission is to provide excellent customer service to officers and their dependents, the Operating Divisions/Programs/Agencies to which officers are assigned, the Department, and other related customers.

OCCO consists of the Immediate Office of the Director and four Divisions which are organized according to their functional responsibility for Corps recruitment, assignments, training and career development, and officer support.

IMMEDIATE OFFICE OF THE DIRECTOR

DIRECTOR: CAPT Denise S. Canton

The Immediate Office of the Director:

- Advises the Surgeon General on all matters related to the operations management of the Corps;
- Provides for the day-to-day management of Corps operations, implements policies received from the Assistant Secretary for Health for personnel training, readiness assignment, deployment, promotions, and retirement for all officers;
- Collaborates with the Office of Commissioned Corps Force Management on the development and implementation of Corps policies;
- Coordinates the application of information technology and support for the execution of Office of the Surgeon General activities;
- Manages the processes for adverse action decisions and other than honorable discharges; and
- Is responsible for the appropriate exercise of delegated authorities and responsibilities.

DIVISION OF COMMISSIONED CORPS RECRUITMENT

DIRECTOR: CAPT Gloria Ames

The Division of Commissioned Corps Recruitment (DCCR) is responsible for

oversight of the recruitment activities for the Corps. In coordination and collaboration with the Department's Operating Divisions and professional categories, DCCR:

- Implements officer and force accession plans through a staff of recruiters, including an Associate Recruiter Program;
- Implements approved programs to assure awareness of the Corps and its career opportunities among health professional schools and associations, provider institutions, and the public;
- Carries out programs and activities designed to attract new health personnel to the Corps, to attract new health personnel to designated assignments, and to promote the Corps and service in it;
- Manages an Associate Recruiter Program and otherwise mobilizes recruitment activity among the active duty, reserve, and retired officers; and
- Carries out approved recruitment programs specifically for reserve components and other Corps personnel asset programs.

DIVISION OF COMMISSIONED CORPS ASSIGNMENTS

DIRECTOR: CAPT Janet Dumont

The Division of Commissioned Corps Assignments (DCCA) is the primary processing center for personnel actions for all applicants to and officers of the PHS Commissioned Corps. DCCA is responsible for ensuring that all calls-to-duty meet the appointment standards and



OFFICE OF THE DIRECTOR, OCCO. (L-R) Ms. Gladys Baith, CAPT Denise Canton, CAPT Gregory Stevens, and CAPT David Birney.



DIVISION OF COMMISSIONED CORPS RECRUITMENT, OCCO. (L-R) Ms. Nakia Logan, CAPT Gloria Ames, and CDR Stephen Blackwell.

requirements established for and by the Corps. The staff works closely with and provides consultation and technical assistance to applicants, officers, agencies, Chief Professional Officers, and Professional Advisory Committees on a full range of assignment and personnel issues. In addition, DCCA is responsible for addressing and meeting the short- and long-term placement requirements for active-duty and reserve component personnel established by the Assistant Secretary for Health; implementing a

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OFFICE OF COMMISSIONED CORPS OPERATIONS (CONTINUED)



DIVISION OF COMMISSIONED CORPS ASSIGNMENTS, OCCO.

Back row (L to R): Ms. Charlene Jenkins, LCDR Peter Martineau, Mr. Ed Nunez, and Ms. Liz Hamilton; Front row (L to R): CAPT Jan Dumont, Ms. Melanie Ross, Ms. Isoline Sanderson, and Ms. Salome Reyes; Not Pictured: CDR Janet Brunader, CDR Cheryl Chapman, LCDR Anthony Campbell, Ms. Allison Harris, LCDR Claire Karlson, and Ms. JoAnn Webster.

billet management system; assuring that assignment of officers and the billets to which assigned are consistent and appropriately categorized and identified; reviewing all proposed officer personnel actions and preparing orders; implementing, managing, and monitoring approved blanket personnel agreements and individual details; and administering a system to monitor assignments.

DIVISION OF COMMISSIONED CORPS TRAINING AND CAREER DEVELOPMENT

DIRECTOR: CAPT Lee Shackelford

The Division of Commissioned Corps Training and Career Development (DCCTCD) establishes, maintains, and administers programs that provide meaningful student externship experiences, training for new and experienced officers, and aid to those officers in the development of their careers, so that the Nation's health may be protected and improved. This is accomplished through:

- The Commissioned Officer Training Academy, through the Basic Officer Training Course (BOTC), provides an

introduction to the culture and organization of the Corps. Officers completing the BOTC have a greater understanding of how their specific professional expertise, in concert with their commitment to a Uniformed Service, plays a unique and integral role in protecting the Nation's health.

- The Career Development Section is dedicated to providing unique 'Corps officer' expertise and guidance for the development, performance, and progression of officers throughout their careers.

- The Junior Commissioned Officer Student Training and Extern Program (COSTEP) allows students to gain valuable professional experience with the Corps early in their education. They serve in assignments throughout the country during their official school breaks for periods from 31 to 120 days. Junior COSTEP

participants do not have an obligation to serve in the PHS Commissioned Corps after graduation. The Senior COSTEP program is designed to assist students financially during the final academic year of their qualifying degree in return for an agreement to serve with the PHS Commissioned Corps after graduation for twice the time sponsored.

DIVISION OF COMMISSIONED CORPS OFFICER SUPPORT

DIRECTOR: CDR Marjorie Wallace

The Division of Commissioned Corps Officer Support (DCCOS) is responsible for a multitude of activities that impact all PHS Commissioned Corps officers. Board processes that are currently managed and administered by DCCOS staff members include: Promotion Boards; Assimilation Boards; Appointment Boards; Chief Professional Officer Selection Boards; Flag Billet and Promotion Boards; Uniform Board; and the Commissioned Corps Awards Board (for PHS Distinguished Service Medal, PHS Meritorious Service Medal, PHS Outstanding Service Medal, and Outstanding Unit Citation).

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DIVISION OF COMMISSIONED CORPS TRAINING AND CAREER DEVELOPMENT, OCCO.

Back row (L to R): Mr. Talal Ouzanni, LCDR Ron Keats, CDR Dana Taylor, CAPT Lee Shackelford, and CAPT Frank Behan; Front row (L to R): CDR Meta Timmons, Mr. Steve Hand, and CDR Cheryl Wiseman; Not Pictured: LT Carolyn Oyster.

OFFICE OF COMMISSIONED CORPS OPERATIONS (CONTINUED)

DCCOS manages all administrative duties associated with these areas and other areas that include: processing non-competitive promotions; maintaining the Promotion Information Reports (PIR); processing Operating Division approved awards (PHS Commendation Medal, PHS Achievement Medal, PHS Citation, and PHS Unit Commendation) as well as Service and prior Service awards; maintaining the Commissioned Officers' Effectiveness Report (COER); Commissioned Officers Leave Tracking System (COLTS); serving as point of contact for assistance with all officer leave questions; serving as point of contact for the Dependent Enrollment Eligibility Reporting System (DEERS), including processing of ID cards; maintaining all officers' license information; serving as point of contact for assistance with long-term training issues; maintaining electronic and paper Official Personnel Folders (OPF); reviewing/processing all requests for information related to officers' files in response to Privacy Act and



DIVISION OF COMMISSIONED CORPS OFFICER SUPPORT, OCCO.

Back row (L to R): LCDR Daisy Mitchell, Mr. Tony Brode, LT Camille Hawkins, LT Chantel Mouw, CDR Don Hutson, Mr. Norman Chichester, Ms. Alex Potter, LCDR Claudia Brown, Mr. Jeff Bleicher, and Mr. Weldon Payne; Front row (L to R): Ms. Betsy Darracott, Ms. Asma Chowdhury, Ms. Gladys Mells, Mr. Larry Reaves, Ms. Mary Boone, Ms. Martha Hall-Diallo, and Ms. Evelyn Stanton; Not Pictured: CDR Marjorie Wallace and Ms. Jane Sprouse.

Freedom of Information requests; serving as point of contact for assistance with all travel related questions; serving as point of contact for assistance with all

uniform-related questions; and serving as point of contact for the Veterans Education Assistance Program.

OFFICE OF COMMISSIONED CORPS FORCE MANAGEMENT

By delegation of the Secretary, the Assistant Secretary for Health (ASH) has the responsibility and accountability for the overall force management of the U.S. Public Health Service Commissioned Corps (Corps). To carry out the responsibilities of force management of the Corps, the Office of Commissioned Corps Force Management (OCCFM) was newly established within the Office of Public Health and Science (OPHS), Office of the Secretary, on 11 December 2003, and became operational on 18 April 2004.

The Director reports directly to the ASH, and on the ASH's behalf, develops policies and proposes regulations in order to carry out a comprehensive force management program for the Corps. OCCFM establishes time lines, performance standards, and measurements for the evaluation of the operations and management of the Corps, and works closely with the Office of the Surgeon General (OSG) to facilitate operations and implementation of policies and programs. OSG is charged with assuring the day-to-day management of the Corps' operations.

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OFFICE OF COMMISSIONED CORPS FORCE MANAGEMENT.

Back row (L to R): CDR Keian Weld, CAPT Dean Coppola, CAPT William Atwood, CAPT William Knight, and CDR Bernard Parker; Middle row (L to R): CAPT Lawrence Furman, CDR Kathy Poneliet, LT Kimberly McIntosh-Little, CAPT David Kelly, and CDR Lucienne Nelson; Front row (L to R): Ms. Virginia Kapusnick, LT Cheryl Fajardo, CAPT Martha Dee Kent, and Ms. Claire Coleman.

OFFICE OF COMMISSIONED CORPS FORCE MANAGEMENT (CONTINUED)

OCCFM has four functional components that comprise the force management program.

IMMEDIATE OFFICE OF THE DIRECTOR (IOD)

DIRECTOR: CAPT Lawrence J. Furman

STAFF: Ms. Claire Coleman

The Director, OCCFM, advises the ASH on the development, issuance, and interpretation of policies and regulations concerning the comprehensive force management program affecting all officers (active duty, reserve, warrant, inactive, and retired). IOD is responsible for convening and managing policy and planning related boards and committees, including convening periodic meetings of the flag officers, on behalf of the Secretary and chaired by the ASH, to obtain senior level policy advice. It directs the preparation and execution of the Corps budget (in coordination with the OPHS budget staff), and provides liaison with the Service and Supply Fund Board.

RECRUITMENT, MARKETING, AND INFORMATION SYSTEMS DIVISION (RMISD)

STAFF: CAPT Dean Coppola, CAPT David Kelly, CAPT William Knight, and LT Kimberly McIntosh-Little

RMISD provides assistance to the Director, OCCFM, in all matters relating

to the development of policies, regulations, and programs concerning recruitment strategies, communications and marketing programs, and information systems in the support of the Corps. The Division is responsible for recruitment strategies and policies, programs and materials, and other resources for attracting health professional audiences, who are potential candidates, to apply for and become members of the Corps. RMISD plans and oversees public affairs programs designed to raise awareness of members of the public, the press, and other external constituencies, to promote interest in the activities of the Corps. It develops and oversees information technology and systems to support recruitment, personnel, and Corps management functions, and collaborates with the OSG on their implementation, usage, and improvement.

WORKFORCE POLICY AND PLANS DIVISION (WFPPD)

DIRECTOR: CDR K. Keian Weld

STAFF: CDR Lucienne Nelson, CDR Kathy Poneleit, and Ms. Virginia Kapusnick

WFPPD is responsible for all matters relating to the development of policies and regulations concerning the comprehensive force management of the Corps. WFPPD collaborates with other elements of the Department as appropriate to acquire legal opinions and services as needed. It develops issuances for and

maintains the Commissioned Corps Personnel Manual as well as regulations required for the management of the Corps. It also develops personnel standards, including commissioning, professional, and officer competency requirements.

PROGRAM EVALUATION AND OVERSIGHT DIVISION (PEOD)

DIRECTOR: CAPT William Atwood

STAFF: CAPT Martha Dee Kent, CDR Bernard Parker, and LT Cheryl Lynn Fajardo

PEOD provides assistance to the Director, OCCFM, in all matters relating to the development and implementation of evaluations and assessment instruments used in monitoring the progress of the Corps. PEOD also oversees and evaluates the medical benefit and payroll programs, and is responsible for the support of the Executive Secretariat functions of OCCFM for boards and committees, e.g., Public Health Service Commissioned Corps Council. It also is responsible for scheduling and convening periodic meetings of flag officers, on behalf of the Secretary and chaired by the ASH, to obtain senior level policy advice, and serves as the principal liaison for OCCFM for overseeing policy development and implementation for the activities carried out by the Program Support Center and/or other contractors for the implementation of Corps-related services.

OFFICE OF COMMISSIONED CORPS SUPPORT SERVICES

MEDICAL AFFAIRS BRANCH

BRANCH CHIEF: Mr. Russell Garisto

The Medical Affairs Branch (MAB) is a vital component of the Office of Commissioned Corps Support Services, Human Resources Service, Program Support Center.

MAB provides a vast array of administrative services necessary to ensure the provision of world class healthcare for officers of the U.S. Public Health Service Commissioned Corps (Corps) through treatment authorization and case management. The Branch is committed to the health maintenance of a deployable Corps

capable of global emergency response, thereby playing a significant role in force readiness and national security initiatives.

In addition, MAB continuously strives to meet the challenges of demand evolution by maximizing productivity via human capital and technology innovations, to achieve mission accomplishment. Furthermore, the Branch institutes policy necessary to comply with direction of the Corps, set forth under the leadership of the Assistant Secretary for Health, to transfer the function of healthcare delivery, authorization, and claims payment to TRICARE in alignment with practices of other Uniformed Services.

Specifically, MAB performs the following functions:

- Convenes medical evaluation boards, composed of Expert Medical Consultants, to make determination on key 'fitness for duty' issues to uphold force and mission readiness;
- Provides administrative management and direction pertaining to medical matters affecting commissioned corps officers, retirees, and their family members;
- Works closely with commercial vendors for the provision of dental claims

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OFFICE OF COMMISSIONED CORPS SUPPORT SERVICES (CONTINUED)



MEDICAL AFFAIRS BRANCH (MAB), OFFICE OF COMMISSIONED CORPS SUPPORT SERVICES (OCCSS), HUMAN RESOURCES SERVICE, PROGRAM SUPPORT CENTER.

Back row (L to R): CAPT Robert Parmentier, USPHS (Ret.), Mr. Marvin Williams, and CDR Bernard Parker; Front row (L to R): CDR Richard Leland, Ms. Alicia Guy, and CAPT Alvin Abrams, USPHS (Ret.); Not pictured: Ms. Veronica Mangram and Mr. Dereke Williams.



COMPENSATION BRANCH (CB), OFFICE OF COMMISSIONED CORPS SUPPORT SERVICES (OCCSS), HUMAN RESOURCES SERVICE, PROGRAM SUPPORT CENTER.
Back row (L to R): Ms. Alicia Welsh, Mr. Shaun Bryant, Mr. Thomas Berry, and Mr. Andrew Chi; Front row (L to R): Mr. Kenneth Drew, Ms. Estelle Bleicher, Mr. Steve Eisenberg, Mr. David Bettis, and Mr. Chresencio Aguinaldo.

management and medical claims payment services;

- Acts as a Service point of contact for TRICARE-related claims and authorization questions that cannot be addressed in the field;
- Convenes medical review boards for the purpose of reviewing medical

waiver requests and other medical issues related to continued service in the Corps; and

- Serves as a point of contact for annuitants, active-duty officers, and dependents for a wide range of issues including medical care, dental care, retirement, and other support-related inquiries.



COMMISSIONED CORPS SYSTEMS BRANCH (CCSB), ENTERPRISE APPLICATIONS DIVISION, HUMAN RESOURCES SERVICE, PROGRAM SUPPORT CENTER.

Back row (L to R): Mr. John Seleski, Mr. Frank Dunn, Mr. Dragi Stamenkovich, Ms. Annie Verner, Ms. Carolyn Kavhovec, CAPT William Knight, Mr. William Forehand, Mr. Timothy Devlin, Mr. Jon Angel, Mr. Ed Wu, CAPT Barry Bragin, USPHS (Ret.), and Mr. Jerry Weisskohl; Front row (L to R): Mr. Suresh Subramaniam, CAPT Sheila O'Keefe, Ms. Betty Psillos, Ms. Mary Murray, Ms. Lanita Fogg-Talley, Ms. Sandra Phillips, and Ms. Angela Ferentinos.

COMPENSATION BRANCH

BRANCH CHIEF: Mr. Steve Eisenberg

The Compensation Branch is a component of the Office of Commissioned Corps Support Services (OCCSS), Human Resources Services, Program Support Center, and performs the following functions:

- All personnel and pay systems administration activities for the Public Health Service Commissioned Corps officers, both active and retired;
- Administration of the Corps retirement program and survivors' assistance program; and
- Acts as a point of contact for annuitants, active duty, and dependents for a wide range of issues including medical care, dental care, retirement, and other support related inquiries.

COMMISSIONED CORPS SYSTEMS BRANCH

BRANCH CHIEF: Mr. Jerry Weisskohl

The Commissioned Corps Systems Branch (CCSB) is a component of the Enterprise Applications Division, Human Resources Service, Program Support Center.

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COMMISSIONED CORPS SYSTEMS BRANCH (CONTINUED)

The function of CCSB is to provide the Commissioned Corps of the U.S. Public Health Service (PHS) with complete computer systems support for its automated Personnel, Payroll and Management Information Systems. This includes systems development, modification, and maintenance; the production of official personnel orders; the production of recurring and special one time reports; the production of payroll data including check and bond transactions for the U.S. Treasury; and the operation of an in-house data processing facility to support these functions.

CCSB's customers include the Office of Commissioned Corps Operations, the Office of Commissioned Corps Force Management, the Office of Commissioned Corps Support Services, and the Agencies, Operating Divisions (OPDIVs), and Programs employing PHS Commissioned Corps officers.

CCSB runs and maintains the personnel and payroll services for the PHS Commissioned Corps. This includes active-duty officers, retired officers, and survivors-annuitants of deceased Corps officers. CCSB provides regular reports

and online query capability to Agencies, OPDIVs, and Programs employing officers; regular electronic inputs to other Departmental systems such as the Umbrella Accounting System and the Payroll General Ledger System; and data to the Department of Veterans Affairs, Department of Defense, Internal Revenue Service, and Social Security Administration.

For additional information, visit the Commissioned Corps Management Information System Web site at <http://dcp.psc.gov> or call the Help Desk at 301-594-0961.



OFFICE OF COMMISSIONED CORPS OPERATIONS/OSG (OCCO) OFFICE OF COMMISSIONED CORPS SUPPORT SERVICES/PSC (OCCSS) OFFICE OF COMMISSIONED CORPS FORCE MANAGEMENT/OPHS (OCCFM) COMMISSIONED CORPS SYSTEMS BRANCH/PSC (CCSB) **TELEPHONE DIRECTORY** December 2004

SUBJECT	PHONE	CONTACT
ADVERSE ACTIONS/ AWOL REPORTING	240-453-6002	Adverse Actions Officer/IOD/OCCO
ACADEMY, COMMISSIONED OFFICER TRAINING	240-453-6066	COTA Director/DCCTCD/OCCO
APPOINTMENT BOARDS	240-453-6047	Lead Military Specialist/DCCOS/OCCO
ASSIMILATION	240-453-6036	Personnel Mgmt. Specialist/DCCOS/OCCO
AWARDS	240-453-6062	Awards Coordinator/DCCOS/OCCO
BILLETS	240-453-6008	Billet Coordinator/DCCA/OCCO
COER	240-453-6048	Personnel Mgmt. Specialist/DCCOS/OCCO
COMMISSIONED CORPS BULLETIN	240-453-6084	Bulletin Editor/WFPPD/OCCFM
COSTEP		
• Junior	240-453-6072	JRCOSTEP Coordinator/DCCTCD/OCCO
• Senior	240-453-6072	SRCOSTEP Coordinator/DCCTCD/OCCO
DEATH/SURVIVOR BENEFITS	301-594-2963 1-800-638-8744	Survivor Assistance Officer/CB/OCCSS
DEERS (ID CARDS)	240-453-6038	DEERS Project Officer/DCCOS/OCCO
DENTAL – FAMILY MEMBERS DENTAL PLAN		
• Active Duty Dependents	800-866-8499	TRICARE Dental Program
• Enrollment and Billing	800-622-2256	TRICARE Dental Program
• Forms	➡	Available at http://www.ucci.com
• Retirees	888-838-8737	TRICARE Customer Service or http://www.ddpdelta.org
DETAILS/SPECIAL ASSIGNMENTS	240-453-6006	Detail Project Officer/DCCA/OCCO
DISCIPLINE/MISCONDUCT	240-453-6002	Adverse Actions Officer/IOD/OCCO
EMPLOYMENT VERIFICATION		
• Mortgages	301-594-2963	Payroll Technician/CB/OCCSS
• Employment History/ Credentials	240-453-6045	Privacy Act Coordinator/DCCOS/OCCO (Written Request)
FORCE READINESS	ccrf@osophs.dhhs.gov	Office of Force Readiness and Deployment/OSG
• Response Questions	240-453-6099	ccrf-response@osophs.dhhs.gov
• Training Questions	240-453-6103	ccrf-training@osophs.dhhs.gov

SUBJECT	PHONE	CONTACT
GRIEVANCES	240-453-6002	Adverse Actions Officer/IOD/OCCO
INACTIVE AND READY RESERVE ...	301-443-4000	Ready Reserve Coordinator/OSG
INFORMATION SYSTEMS HELP DESK	301-594-0961	CC Systems Branch/EAD/PSC
LEAVE QUESTIONS		
• Administrative/Annual /Station ..	240-453-6036	Personnel Mgmt. Specialist/DCCOS/OCCO
• Maternity Leave/Sick	301-594-2052 or 800-368-2777 #2	Medical Affairs Branch/OCCSS
LICENSURE		
• Routine Questions	240-453-6037	Licensure Project Officer/DCCOS/OCCO
• Limited Tour Extensions	240-453-6037	Licensure Project Officer/DCCOS/OCCO
• Licensure Fax Line	240-453-6142	
LIMITED TOURS		
• Licensure	240-453-6037	Licensure Project Officer/DCCOS/OCCO
• Medical	301-594-2052	Medical Affairs Branch/OCCSS
MEDICAL		
• Medical Qualifications, Applicants	240-453-6009	HR Specialist (Medical)/DCCA/OCCO
• Fitness-for-Duty/Medical Mgmt. Questions/ Disability Retirement	301-594-2052 or 800-368-2777 #3	Medical Affairs Branch/OCCSS
OFFICIAL PERSONNEL FOLDER		
• Copies of documents	240-453-6045	Privacy Act Coordinator/DCCOS/OCCO
• Document Submission [Fax Server – eOPF]	301-480-1436 or 301-480-1407	
• Review	View on Web	http://dcp.psc.gov – click on 'Secure Area' 'Officer and Liaison Activity' – follow instructions
PAY AND ALLOWANCES		
• Active Duty	301-594-2963	Payroll Technician/CB/OCCSS
• Retirees/Annuitants	301-594-2963	Payroll Technician/CB/OCCSS
• Special Pay	301-594-2963	Payroll Technician/CB/OCCSS

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OCCO/OCCSS/OCCFM/CCSB TELEPHONE DIRECTORY December 2004 (Continued)

SUBJECT	PHONE	CONTACT
PERSONNEL ORDERS AND ACTIONS	240-453-6125	HR Specialist/DCCA/OCCO
or Last names begins with:		
S T J U	240-453-6017	
B R A Y	240-453-6016	
C N O P	240-453-6019	
M K E I X	240-453-6022	
H D G Z Q	240-453-6015	
L W F V	240-453-6018	
POLICY/CCPM	240-453-6074	Legal Advisor/WFPPD/OCCFM
PROMOTIONS		
• General Inquiries and PIR Inquiries	240-453-6051	Personnel Mgmt. Specialist/DCCOS/OCCO
RETIREMENT	301-594-3472	Retirement Coordinator/CB/OCCSS
RECRUITMENT		
• General Duty/JRCOSTEP/ SRCOSTEP	240-453-6135	Recruitment Coordinator/DCCR/OCCO
SEPARATIONS (Processing)	➡	HR Specialist/DCCA/OCCO [See Personnel Orders and Actions above]
SERVICEMEMBERS' GROUP LIFE INSURANCE	301-594-2963	Payroll Technician/CB/OCCSS
SHIPMENT OF HOUSEHOLD GOODS	202-626-5003	Prudential Relocation Services
STATEMENT OF SERVICE		
• Active Duty (Written Request)	240-453-6125	HR Specialist/DCCA/OCCO
• Not Active Duty (Written Request)	240-453-6045	Privacy Act/FOIA Coordinator/DCCOS/OCCO
SURVIVOR ASSISTANCE	301-594-2963 1-800-638-8744	Survivor Assistance Officer/CB/OCCSS

SUBJECT	PHONE	CONTACT
TRAINING & EXPERIENCE DATES	➡	HR Specialist/DCCA/OCCO [See Personnel Orders and Actions above]
TRAINING (Long-Term)	240-453-6037	HR Specialist/DCCOS/OCCO
TRAVEL AND PER DIEM	240-453-6036	Personnel Mgmt. Specialist/DCCOS/OCCO
UNIFORMS	240-453-6048	Personnel Mgmt. Specialist/DCCOS/OCCO
VETERAN'S BENEFITS		
• Guaranteed Home Loan Program	240-453-6034	Coordinator/DCCOS/OCCO
• Education Benefits Programs	240-453-6034	VEAP Coordinator/DCCOS/OCCO
WEB SITE	http://dcp.psc.gov	Commissioned Corps Management Information System

OFFICE OF COMMISSIONED CORPS OPERATIONS (OCCO)

Immediate Office of the Director (IOD)	240-453-6000
Division of Commissioned Corps Officer Support (DCCOS)	240-453-6130
Division of Commissioned Corps Recruitment (DCCR)	240-453-6135
Division of Commissioned Corps Assignments (DCCA)	240-452-6125
Division of Commissioned Corps Training and Career Development (DCCTCD)	240-453-6140

OFFICE OF COMMISSIONED CORPS SUPPORT SERVICES (OCCSS)

Medical Affairs Branch (MAB)	301-594-2052
Compensation Branch (CB)	301-594-2963

OFFICE OF COMMISSIONED CORPS FORCE MANAGEMENT (OCCFM)

Phone:	240-453-6074
Immediate Office of the Director (IOD)	
Workforce Policy and Plans Division (WFPPD)	
Recruitment, Marketing, and Information Systems Division (RMISD)	
Program Evaluation and Oversight Division (PEOD)	

**DEPARTMENT OF
HEALTH & HUMAN SERVICES**

Office of the Secretary
Office of Public Health and Science
Office of the Surgeon General
Office of Commissioned Corps Operations
1101 Wootton Parkway, Suite 100
Rockville MD 20852

Official Business
Penalty for Private Use \$300

DATED MATERIAL